



**Johnson Space Center  
Procedural  
Requirements**

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**Verify that this is the correct version before use**

Compliance is Mandatory

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## **MANAGING INTERNAL JSC DOCUMENTS**

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**Responsible Office: Information Resources Directorate**

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## Change History Log

Revision	Date	Originator	Description of Changes
Baseline	03/2009	L. Gross	Initial Release; JPD 2314.2M was converted to JPR 2314.2.

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## **P. PREFACE**

### **P.1 PURPOSE**

To provide a system for identifying and tracking documents prepared at JSC for internal distribution, rather than for broad dissemination by the Agency.

### **P.2 APPLICABILITY**

This JPR is applicable to JSC and contractor employees who create or use JSC internal documents. Internal distribution may include groups from other NASA Centers or their contractors who participate in the work described in the document.

### **P.3 AUTHORITY**

NPD 2200.1, *Management of NASA Scientific and Technical Information (STI)*

NPR 2200.2, *Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information*

### **P.4 APPLICABLE DOCUMENTS**

JPD 1410.1, *JSC Directives System*

JPD 2200.1, *Release of JSC Scientific and Technical Information to External Audiences*

JPD 8500.2, *JSC Engineering Drawing System*

JSC Form 765, *JSC Document Number Request*

JSC Form 2026, *Standard Document Cover*

JSC Form 1215, *Publication and Graphics Work Request*

JPR 1281.5, *Data and Document Control*

### **P.5 MEASUREMENT/VERIFICATION:**

The JSC Library (STI Center) will be responsible for measurement and verification of this JPR.

### **P.6 CANCELLATION / RESCISSION:**

*Original Signed By:*

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Larry N. Sweet, Director  
Information Resources

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## 1.0 CHAPTER 1

### 1.1 JSC-Numbered Documents Overview

JSC 5-digit Numbered Documents are procedural, operational, administrative/management, technical, or requirements documents and are intended for an internal JSC audience, either Centerwide or specific to one or more organization. Examples include studies, plans, test results, project descriptions, and specifications/standards.

JSC Document Numbers can be requested by submitting a JF 765 *JSC Document Number Request* to the JSC Library (STI Center). Numbers are assigned sequentially in the order received and are not used to convey formal policy.

JSC Numbered Documents will be included in the JSC quality system when they are referenced by JPDs and JPRs, work instructions, master lists, or other quality system requirements documentation.

### 1.2 Exclusions

The following groups or types of information are excluded from coverage by this directive:

- 1.2.1 NASA-numbered reports.
- 1.2.2 STI by JSC and/or contractor authors for distribution throughout the Agency or to the aerospace and science community at large. Such information must be considered for inclusion in the NASA scientific and technical report series (e.g., Technical Publications, Technical Memorandums, and Contractor Reports) so they can receive public distribution (including internet availability). For further information on NASA-numbered reports, see JPD 2200.1, Release of JSC Scientific and Technical Information to External Audiences.
- 1.2.3 Issuances developed under JPD 1410.1, JSC Directives System and JPR 1410.2, JSC Directives System Procedural Requirements which describe JSC policy and required procedures.
- 1.2.4 Engineering drawings developed under JPD 8500.2, JSC Engineering Drawing System.
- 1.2.5 Directorate uniquely-numbered documents, such as unique work instructions (UWI) or non-QMS desk procedures. Note: UWIs are governed by JPR 1281.5, Data and Document Control.
- 1.2.6 Program documentation where a formal request has been approved and coordinated with IRD (e.g., CxP 70000 and CxP75000 series) and where a Program-specific process exists to ensure appropriate review and control of internal dissemination of Program technical information.

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### 1.3 JSC-Numbered Document Reviews

All documents within the scope of this Directive shall be reviewed by directorate heads or their delegates. Reviews will be conducted once every 2 years to ensure accuracy, completeness for the intended purpose, and appropriateness of intended distribution. Final approval is granted at Directorate level or as delegated. Approval is indicated on a signature page or the equivalent.

### 1.4 JSC-Numbered Document Distribution

JSC documents may be distributed or made available only to JSC employees and contractors or to other NASA Center and contractor groups participating in the work described in the document.

- 1.4.1 Distribution may be further limited if the information is proprietary, export-controlled, or otherwise restricted.
- 1.4.2 Originators of documents must clearly describe the type of restriction and/or intended audience on the cover of limited distribution documents.
- 1.4.3 JSC Numbered Documents may not be released on the public internet or otherwise distributed outside NASA.\*
- 1.4.4 JSC Numbered Documents may not be referenced in publicly-distributed documents.
- 1.4.5 Originators must provide one electronic and one paper copy of the final document to the JSC Library (STI Center).

\*If STI is of interest to audiences external to JSC, it must be considered for release as a NASA report, as described in JPD 2200.1.

### 1.5 JSC Document Numbers

Originators of documents must obtain an identifying number from the JSC Library (STI Center) by submitting a JF765 *JSC Document Number Request*. Authors needing publications assistance can find that information at <http://ird.jsc.nasa.gov/DocumentManagement/documentnumbers>.

- 1.5.1 The prefix of these documents is 'JSC' unless the Information Resources Directorate (IRD) grants permission for a different prefix.
- 1.5.2 Organizations must avoid using their own prefixes for their documents that will be used by other JSC or NASA organizations. JSC-numbered documents assigned external or additional numbers in addition to their JSC document number will be cross-referenced for tracking purposes.
- 1.5.3 Internal documents originally assigned numbers from discontinued numbering systems will be assigned JSC numbers, but may retain the original number for tracking purposes.
- 1.5.4 Documents with multiple numbers must be cross-referenced in the current JSC document data base (Document Index System – (DIS)).

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- 1.5.5** Documents created by contractors specifically for use in operating JSC systems, performing JSC tasks, or otherwise conducting JSC business will have JSC numbers, even if they bear a company number as well. This applies whether the documents are originated and/or signed off by JSC personnel or not. The JSC number will not be removed from such documents without approval of IRD.

## **1.6 Revisions**

Each revised version of the document must be assigned a revision letter, which must be included with the document number. Each revision must be reviewed and approved at the appropriate level, and two copies (one electronic and one paper) of the final document should be submitted to the JSC Library (STI Center).

## **1.7 Cancellations**

- 1.7.1** A document author or responsible organization may cancel a JSC document or document number by sending an e-mail or other written notice to the JSC Library (STIC) or entering the notice into the current JSC document database (DIS). The cancellation notice will include a brief reason for cancellation, such as "Obsolete," "Document never issued," or "Superseded by (document number)."
- 1.7.2** Superseded document numbers must be cross-referenced in the current JSC document database.
- 1.7.3** Document numbers may not be reused after a document is cancelled, nor should a number that was obtained for a never-published document be used for a different document.
- 1.7.4** JSC 5 digit numbers will not be issued until the document is ready for the review cycle.

## **1.8 Formatting**

JSC Numbered Documents will use the JF 2026 *Standard Document Cover* for the cover template.

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## APPENDIX A. TERMS AND DEFINITIONS

Within this document, the following terms appear

TERM	DEFINITION
JSC Numbered Documents	JSC 5-digit numbered documents are procedural, operational, administrative/management, technical, or requirements documents and are intended for an internal JSC audience, either Centerwide or specific to one or more organization. Examples include studies, plans, test results, project descriptions, and specifications/standards.



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## APPENDIX B. ACRONYMS

The following acronyms are used in this document.

Acronym	Full Term
STI	Scientific and Technical Information
STIC	Scientific and Technical Information Center
UWI	Unique Work Instruction
IRD	Information Resources Directorate
DIS	Document Index System